



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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November 4, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-19

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Review of Tax Shelter Year-to-Date Deductions

This is a reminder to agencies that the balances of tax shelter deductions for employees must be monitored to determine if calendar year limits have been or will be exceeded. In ISIS HR, transaction code ZP68 can be run and used to monitor deferred compensation Section 457 amounts. ZP119 can be used to verify Section 403(b) amounts. Refer to On-Line Help for instructions on how to run ZP68 and ZP119. Refer to [OSUP Memorandum #2003-49](#) for calendar year 2003 limits.

Agencies must review these reports to avoid possible W-2c's. If an employee's deduction amount has exceeded or will exceed the maximum prior to the end of the year, the deduction should be stopped and, if necessary, a refund should be processed. **Agencies must contact the vendor prior to stopping a deduction or refunding a prior deduction. OSUP must also be notified before refunding prior deductions.**

For questions regarding ZP68 and ZP119 or how to issue a refund, contact the ISIS HR Help Desk at (225) 342-2677. Questions regarding §457 maximums and refunds should be directed to Louisiana Deferred Compensation at (225) 926-8082. Questions about maximums and refunds for §403(b) tax sheltered amounts should be directed to the specific vendor. Any additional questions should be directed to Chelette Jarrett at (225) 342-5332.

JWC:CMJ:kmb